Submitting digital images of your work to the Kentucky Arts Council

Follow these instructions to submit digital images of artwork directly to the Kentucky Arts Council. (Artwork submitted via our online application system for grant, adjudicated or award programs has unique requirements. Refer to http://artscouncil.ky.gov/guide/ImagePrep.htm for more information about preparing those images.)

Note: The arts council retains images of accepted artwork and reserves the right to use the images—with proper credit to the artist—in electronic or printed promotional materials.

1. Submit only high quality digital images that meet the following criteria:

- JPEG format
- 300 pixels per inch (ppi or dpi)
- At least 8 inches (2400 pixels) on the long side

    Please note: We cannot accept any other image formats (TIF, BMP, etc.) or files compressed using WINZIP or other software.
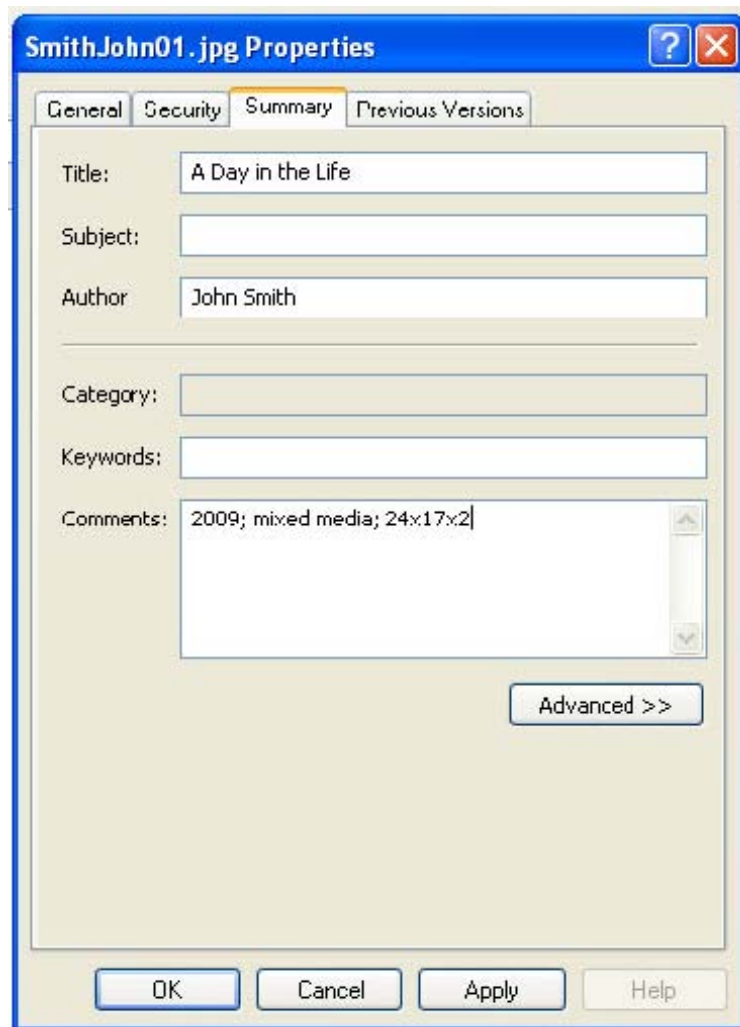
2. Name your image files as follows:

    LastnameFirstname01.jpg
    LastnameFirstname02.jpg
    etc.

3. If you are using a PC, add information to the file Properties:
    a. Locate the image file in your folder view and right-click the file name.
    b. Choose **Properties**.
    c. Click the **Summary** tab.
    d. Enter the following information in the text boxes:

    > **Title:** The title of the artwork **Author:** Your name **Comments:** Year completed; medium; actual size (height x width x depth in inches); any additional information you want to provide

    e. Click **OK.**

4. Attach the JPEG file to an e-mail as a file **attachment** and send the e-mail to the designated recipient at the arts council. Do not embed the image in the body of the e-mail.

If you have any questions about this process, please contact Ed Lawrence at ed.lawrence@ky.gov or 888-833-2787, ext. 473.